

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b>  <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> <b>306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8273	<b>12. HUB:</b> BL/M	<b>13. Order Type:</b> Spot
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185  *VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> 1455592423300	
	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b>  Tier One Partners Alliance, LLC [T1PA]  1120 Toro Grande Drive, Bldg 2, Ste 208 Cedar Park, TX 78613	
	<b>7. Document (order) amt</b> \$38.77		
	<b>8. REF DOC</b>		
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>9. Service Period or Expected Delivery Date:</b> 1/20/2016	<b>16. Vendor Contact Info:</b> Michelle <b>Phone:</b> (512) 335-7173 x 131 <b>Fax:</b> <b>Email:</b> service@t1pa.com	
	<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodiguez@tsl.texas.gov		<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393
	<b>11. TSLAC Project Contact:</b> <b>Email:</b>		<b>Phone:</b>

**17. Description**

Items were not available on State Contract. Items will be purchased Open Market.

Please refer to Customer #: 15776441 to process order. Pricing and free shipping has been confirmed with Michelle. Items are needed by January 22, 2016. Please notify me if there is a delay in delivery.

Please send order confirmation to TSLAC Contact in box #10.

TSLAC Terms & Conditions and Invoicing Instructions are attached. Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09251	16	7300	7399	\$38.77	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	ComplyRight 1096 Tax Forms, Transmittal Summary, Inkjet/Laser, 8.5"x11", Pack of 10 Item # 602364	207-50	1	Pack(s)	\$9.99	\$9.99
2.	OfficeDepot Brand Double Window Self Seal Envelopes for 1099-MISC Forms, Pack of 25 Item # 790509	310-30	2	Pack(s)	\$14.39	\$28.78

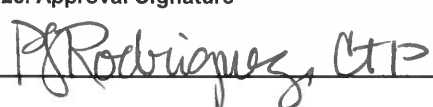
**Grand Total**     **\$38.77**

**26. Legal Cites:** TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

**27. Division Tracking Number:** ADM 16-080

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 1/13/2016	<b>29. Vendor Signature</b>	<b>Date</b>
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**Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form**

**RECEIVED**  
**JAN 07 2016**  
**PURCHASING**

**Fiscal Year** \_\_\_\_\_

☒ Purchase Requisition (PR)

☒ Blanket/Non-PR\*

\*Signature not required for blankets.

Blanket PO#: 16-8026 8273

PO #: 16

Division Tracking #: APM-16-080

Previous PO #: \_\_\_\_\_

Encumbrance Number: \_\_\_\_\_

Vendor Name: Office Max / TIBH / PIME / V. O'Brien / 7013

Address: area TIPA

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Delivery Date: Need by 1-22-16 at latest

Vendor ID#: \_\_\_\_\_

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
+ ComplyRight 1096 Tax Forms	207-50	1	Each	\$9.99	\$9.99	109251	7301 7399	7300
+ Office Depot 1099-Misc Forms	310-30	2	Each	\$14.39	\$28.78	109251	7301 7399	7300
+							200	
+								
+								
+								
<b>Grand Total</b>					\$38.77			

Special Instructions: For Admin Services

Rebecca Cannon  
Requestor or Manager

Donna O'Brien 1/12/16  
Date Chief Fiscal Officer (always required)

Rebecca Cannon 512-463-6626  
Type name & phone number of Requestor or Manager

Director or IRT (if required) \_\_\_\_\_ Date \_\_\_\_\_

<b>For Manual:</b>		
ADA Testing Required (Circle One)	YES	NO
<b>For Accessibility Team:</b>		
ADA Compliant: (Circle One)	YES	NO

Y e  
Purchasing Liaison

Donna O'Brien  
Division Director (always required)

1/7/16 PJ Rodriguez CTP 1/13/2016  
Date Ordered by

1/7/16 1/20/2016  
Date Estimated Delivery Date

Executive Signature (if required)

Date Received by

Date